

ARIZONA DEPARTMENT OF EDUCATION

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Superintendent of
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STATE OF ARIZONA

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SCHOOL FINANCE MEMORANDUM 02-023

TO: Charter School Administrators, Directors, Principals

FROM: Mary Beth Reilly

DATE: November 14, 2001

SUBJECT: November 15, 2001 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The November 15, 2001 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail mreilly@ade.az.gov.

All eligible charter schools have been paid based on 40th day counts submitted by November 5, 2001. If a charter school has not reached its 40th day, the current month payment is based on the student lists submitted by September 7, 2001.

In the event that you did not receive a November 15, 2001 payment, it may be due to missing or late submitted 40th day counts. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued. If you have questions or concerns about submitting 40th day counts, please contact Rose Whelihan at (602) 542-8240 or rwhelih@ade.az.gov.

The increase to the BSL for audit expenditures has been included in the November payment. Please refer to the Char 55 (page 2) report to see if your school was reimbursed for these expenditures. In order to be reimbursed for audit expenditures your school must have reported the expense on the FY'02 budget worksheets and the FY'00 AFR.

Budget files and worksheets have been released and processed. Please check the submitted file status on your home page <http://www.ade.az.gov/districts/default.asp>. Please be sure your charter has submitted the charter holder budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <http://www.ade.az.gov/districts/default.asp>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

If you have any concerns regarding your equalization calculation or payments please do not hesitate to call me at (602) 542-8249 or e-mail at mreilly@ade.az.gov.

November 14, 2001